

DELAWARE DEPARTMENT OF JUSTICE
Casual/Seasonal JOB OPENING

Opening Date: September 11, 2018

Closing Date: Open until filled

ADMINISTRATIVE ASSISTANT
Criminal Division, Misdemeanor Trial Unit, Kent County

This is a Casual/Seasonal position available only until May 10, 2019. In order to comply with the Delaware code and provisions of The Affordable Care Act; work hours are required to be less than 30 hours per week. This is a position without healthcare benefits. Salary will be commensurate with experience.

Job Responsibilities and Duties:

This Administrative Assistant in the Criminal Division, Misdemeanor Trial Unit, in Kent County supports Deputy Attorneys General by gathering and sending discovery material, preparing Informations, and contacting witnesses in criminal cases. This Administrative Assistant is responsible for making timely requests for information, gathering necessary documents from police and governmental agencies, speaking with witnesses, submitting and responding to continuance requests, and submitting restitution documentation. Responsibilities also include sorting, filing and distributing mail and participation in the rotation coverage of the Criminal Division main Receptionist desk.

Minimum Qualifications:

Must be able to work efficiently and independently in a fast-paced and high volume work environment. We are looking for applicants who are self-starters, detail-oriented, well organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.